

# Documentation

## Background Notes

Documentation is one of the primary duties of a child welfare worker. Interactions with clients must be documented in case notes. Reports frequently have to be submitted to the Court and the Citizen Review Board. Because there is so much information that could be documented, it is important to know what should be documented and how it should be documented. It is important to be able to communicate our observations, interactions and recommendations in a clear and concise manner, keep written documentation as objective as possible and to include behavioral descriptions rather than judgments about a person's behaviors.

### **Tasks / Assignments:**

- Ask your Supervisor to select a set of case notes from a worker's file, which they consider to be well written.
- Ask your Supervisor to view a case narrative that they consider to be well written. Find out what essential components are needed in a case plan and why.
- Have your Supervisor accompany you on your first home visit. Complete a written narrative of this visit, covering all required information written into the format the agency uses. Discuss your documentation with your Supervisor.

### *Discoveries:*

- *What techniques for documentation did you learn that you plan to use in your work?*
- *What are the areas that you will need to be sure to pay attention to in order to fully understand and document about your families?*